



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT SECURING MICROCOMPUTER EQUIPMENT	POLICY NO. 302.4	EFFECTIVE DATE 10/1/89	PAGE 1 of 2
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 102.2 7/13/89	ORIGINAL ISSUE DATE 7/13/89	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure that microcomputer equipment is secured from damage and theft, and that the work site is safe for employees.

POLICY

- 2.1 The microcomputer systems must be located in a lockable area, e.g., secured offices, enclosed rooms, etc. or a concentrated work area.
- 2.2 All microcomputer equipment, e.g., CPU, CRT, keyboard, printers, external modems, etc. shall be secured from theft with lock-down devices, e.g., lockable table mounts.
- 2.3 Exposed power cords/receptacles must be covered and not located in or near walkways to prevent injury or power outages.
- 2.4 All microcomputer systems must be equipped with power surge protectors/suppressors or line stabilizers for all electronic devices.

PROCEDURE

- 3.1 Order appropriate lock-down and other security devices when the microcomputer equipment is ordered.
- 3.2 Locate a room or designate an area with restricted or limited access for the microcomputer work site.
- 3.3 Restrict issuance of keys to lock-down devices and rekey common locks to doors and storage cabinets.
- 3.4 Assure that the outlet chosen does not share the same circuit with other electrical devices that might create power surges that can damage your system, e.g., air conditioning units, refrigerators, heaters, etc.
- 3.5 Designate an individual(s) to secure the equipment at the close of business each day, e.g., lock all doors, turn off equipment, and check security devices.



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3.6 Coordinate any relocation or reassignment of microcomputer equipment with MIS Division.

AUTHORITY

County Fiscal Manual, Section 12.1.2
Auditor Controller ICCP Audit, 1988